



DEPARTMENT OF PERMITTING SERVICES

Isiah Leggett
County Executive

Carla Reid
Director

Urgent Notice

Signature Fraud Prevention Procedures

This is to notify you of our newly established procedures to prevent signature fraud against the master electrician. Effective immediately Electrical Businesses are required to provide the Department of Permitting Services with a list of authorized representative (s) that will be pulling Electrical Permits on behalf of your Business. Please note that if we do not receive a list of authorized representatives who are obtaining the electrical permits; we will not process the application(s).

The above information is available on DPS web site at:

<<http://permittingservices.montgomerycountymd.gov/permitting/pdf/PreventingElectricalSignatureFraud.pdf>>.

Please use the attached sample statement on your company letter head/logo in providing us with the list of your authorized representatives including the name of illuminated sign installers and courier services. Additionally please submit a copy (s) of valid driver licenses of Owner/President/Partner and all the named authorized representatives.

Sincerely,
Simin Rasolee

Permitting Services Manager
Department of Permitting Services

Company's letter head/logo

On the date of _____, I _____ hereby certify that the following named authorized representatives are authorized to obtain electrical permit (s) on behalf of the (Company's Name).

Owner/President/Partner's **Original Signature**

Print Name

List of Authorized Representatives:

Authorized Representative's **Original Signature**

Print Name

Authorized Representative's **Original Signature**

Print Name

Authorized Representative's **Original Signature**

Print Name